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STUDENT HANDBOOK
Alva Middle School

PRINCIPAL'S MESSAGE

Our purpose is to ensure that Alva Middle School will assist the student and provide a variety of educational experiences, which will prepare each student to meet with a successful future. Each student is entitled to his/her fullest development in all areas of learning and experiences. But in each instance, we recognize the possibilities and limitations of individuals, expecting much of some, and less of others. The development of the student is the center of our thinking and all of our endeavors; the student's welfare is our central purpose for building a foundation for success.

At AMS we believe that safety is a prerequisite for learning. As soon as students arrive at school, they report to a supervised area. There is also thorough supervision of hallways and outside grounds before and after school.

The policies and information contained in this student handbook are an effort on the behalf of the

administration and the faculty to provide middle school students with the guidelines relating to school life. This information has been carefully prepared and presented in order to clarify rules as they apply to middle school students so that it will be of great value in helping each student adjust and become an intricate part of our school. The ultimate purpose of education is to help the student become an effective citizen in a democracy. The development and acceptance of responsibility and obligations of good citizenship will help each student participate successfully in the world of tomorrow. We hope that our students will participate in a variety of activities and thus find those things within our school, which will prepare them to live a better life, and finally take their place in this complex society.

Remember, each student's success in school will be directly proportional to their efforts. (YOGOWYPI--You only get out what you put in.)

MIDDLE SCHOOL PHILOSOPHY

THE MIDDLE SCHOOL is an educational institution which functions as a bridge to connect the elementary school with the upper secondary; consequently, the focus and structure are uniquely its own. An effective middle school provides for the developmental needs of the ten to fourteen-year age group with a program that stresses both the development of the basic academic skills and provides an environment that assists students in their exploration of personal interests. The basic functions of middle level education are integration, exploration, guidance, differentiation, socialization, and articulation. These functions should be incorporated into a flexible program, which stresses personal development and academic achievement. The middle school focuses on the diverse social, intellectual, emotional, and physical needs by providing opportunities for competence and achievement; self-exploration and definition; social interaction with peers and adults; physical activity; meaningful participation in the school and the community; routine, limits, and structure; and diversity.

MISSION STATEMENT

The mission of Alva Middle School is to provide opportunities and encouragement for academic excellence, social interaction, emotional well being and physical development utilizing teaching strategies based on specific characteristics of the transitional needs of the middle school student.

CREED OF ALVA MIDDLE SCHOOL

I BELIEVE I am a capable and dependable student, full of possibilities and potential. There is no limit to what I can achieve.

I BELIEVE I must start today to prepare for my future by seizing every opportunity to learn. I will work hard, use my time wisely, AND practice the values of good citizenship. I pledge to accept the challenge to become a productive citizen and a lifelong learner.

I BELIEVE this is my time and my place. I will use each day to the fullest. I promise that each day will be gained, not lost, used, not thrown away.

I BELIEVE the choices I make today affect what I will have, what I will be, and what I will do in the tomorrows of my life.

GOALS OF THE MIDDLE SCHOOL

1. To provide for a transitional period between the self-contained classroom of the elementary school and the departmentalized specialized instruction found in the upper secondary.
2. To permit the organization of a program with emphasis upon a continuation and enrichment of the basic skills introduced in the elementary grades.

3. To provide an educational experience that will foster a favorable attitude toward school and learning.
4. To provide a wide range of personal choice activities in the academic and exploratory areas of the curriculum.
5. To provide for systematic development of interpersonal and small group interaction skills.
6. To develop skills of judgment based on sound moral and ethical principles.
7. To provide a program of guidance and personal services adapted to the needs of the ten to a fourteen-year age group.
8. To provide health and physical education activities unique to this period of rapid physical growth.
9. To provide an environment that will stimulate in each individual a desire to seek knowledge, to observe, to question, and to reach logical decisions.
10. To provide an atmosphere that instills a pride in self, school, and community.
11. To promote a sense of fair play in student attitudes and develop a respect for others, regardless of race, creed, religion, or national origin.

THREE DRIVING FORCES OF ALVA MIDDLE SCHOOL

School Spirit May Be Divided Into Three Categories:

1. RESPECT - Toward teachers, fellow students, and all others we come in contact with
2. PRIDE - In everything our school endeavors to accomplish and has accomplished
3. GREAT EXPECTATIONS - The quest for excellence in all things

SCHOOL COLORS

Gold and Black

SCHOOL EMBLEM

Goldbugs

WE ARE HERE TO HELP

From now until the time your child leaves Alva Middle School, we will have student progress reports, parent-teacher conferences, grade checks, and monthly calendars-whatever is necessary to keep you informed about how your child is doing in school. If you have any questions or concerns, or if you need to discuss something in detail, feel free to call the school office or come in personally.

ABSENCES AND PARTICIPATION

Students must be in attendance at least one-half day before they are eligible to participate in any school-sponsored activity that same day. Any one-half day absence must be excused for participation.

PRE-ARRANGED ABSENCES

Parents who would like their students to be out of school for reasons other than those defined as excused absences must make arrangements with be based on such criteria as student grades, activities planned during the time of the requested absence, the number of absences the student has accrued, and/or the student's discipline record.

ACADEMIC HONESTY

IF YOU ARE CAUGHT VIOLATING THE RULES OF ACADEMIC HONESTY, YOU WILL FACE APPROPRIATE CONSEQUENCES.

Students of Alva Middle School are expected to maintain the highest standards of academic conduct and integrity. Academic dishonesty violates the very purpose of scholarship. Cheating harms our school in a number of ways. Honest students are frustrated by the unfairness of cheating that goes undetected and unpunished. Cheating students skew the curve, resulting in lower grades for hardworking students who do

their own work. Cheaters also cheat themselves of a real education. They not only rob themselves of general knowledge, but also of the experience of “learning to lean” that makes them invaluable to employers. Most all professions have codes of ethics and standards to which employees are expected to adhere.

YOU ARE GUILTY OF CHEATING WHENEVER YOU PRESENT AS YOUR OWN WORK SOMETHING THAT YOU DID NOT DO. YOU ARE ALSO GUILTY OF CHEATING IF YOU HELP SOMEONE ELSE CHEAT! These may include (but not limited to) the following:

1. Using another writer’s words without proper citation (i.e. term papers)
2. Using an author’s exact words without quotation marks (i.e. term papers)
3. Borrowing all or part of another student’s paper or using someone else’s outline to write your own paper.
4. Using a paper writing “service” or having a person write a paper for you
5. Borrowing computer codes (passwords) from another student and representing it as your own.
6. The information guidelines that define plagiarism also apply to internet websites
7. Submitting a single paper for credit into different classes
8. Copying from someone else’s paper, using notes (unless expressly allowed by the instructor), altering the exam for re-grading, getting advanced copies of the test or allowing another to test for you.
9. Group projects require careful division of responsibility and careful coordination. An instructor may deem a student “cheating” when he/she refused to comply with group direction and offer an equal part.
10. Any unauthorized electronic device to gain an advantage in the classroom is cheating.
11. Using any device to share or exchange information in an unauthorized manner is cheating.

CONSEQUENCES OF MISCONDUCT

1. First time offending students will be issued a grad of 0 (zero) in the class and be placed in a probationary role. The probationary period consists of one week of ineligibility in any school sanctioned activity (both competitive and noncompetitive). Parents will be notified in writing of the censure.
2. Second time offending students will be suspended from all activities for thirty calendar days and a grade of zero.
3. Any subsequent violation will be the loss of the right to participate in any activities or sports for remainder of calendar year. Students will give up any honors, elective office, or recognition of excellence.
4. Any student that loses his/her right to participate in any activity or sport because of cheating will forfeit the right to locally generated scholarships or academic awards.

IT IS THE STUDENT’S RIGHT TO APPEAR BEFORE THE COMMITTEE ON ACADEMIC CONDUCT IF YOU FEEL YOU HAVE BEEN WRONGLY ACCUSED.

ACCELERATED READER POINTS

The Accelerated Reader is a computerized reading management program. It combines great children’s literature with a computer. It is an individualized reading program that motivates students to read more and better books.

Students at Alva Middle School are required to earn 30 AR points each nine weeks, based on their STAR reading tests scores, as part of their reading and language curriculum. Points earned, as well as averages on AR tests, count toward the students' nine weeks grade.

ACTIVITIES

ATHLETICS AND PHYSICAL EDUCATION

Physical Education is offered to 6th grade students. Competitive athletics are offered to 7th and 8th grade students. Students may participate in football, girls and boys basketball, baseball, softball, and boys and girls track. Physicals are required for competitive athletics and these must be on file before the child can participate and before the first day of practice.

ADMISSION TO ATHLETIC EVENTS

Football and Basketball Games: Adults - \$3.00; Students - \$2.00
Baseball, softball, and Track: No charge

All Sports Tickets: Parent - \$24.00, Student - \$12.00
Tickets good for home games only and does not include tournament.

CHEERLEADING

Cheerleaders are selected each year. They should exemplify school spirit and pride at all times. Cheerleaders are selected at the end of each year. A cheerleader is expected to be a role model and follow all designated rules. Cheerleaders must follow OSSAA guidelines for eligibility. Physicals are required for cheerleading.

STUDENT COUNCIL

Student Council is a governing body consisting of members from all three grades. Their objectives are to provide activities, which help build school spirit and pride. Members of the Council must maintain a grade average of no lower than a C. The student body chooses officers and representatives in the fall. Officers of the Student Council must meet requirements in addition to those required of the representatives.

ORGANIZATIONS AT AMS

Student Council
Technology Student Association
Builder's Club
Academic Team

We are proud of each organization at Alva Middle School. We encourage each student to be involved.

ADMITS AND ATTENDANCE

Each student who has been absent must have an admit reentering class. A student who fails to obtain an admit must be sent to the office for an admit and will receive an unexcused tardy.

Office personnel will determine whether the absence is excused or unexcused based on the attendance policy. Absence admits will be available in the office from 7:45 a.m. until 8:05 a.m., during the student's lunch period, and after school.

ANNOUNCEMENTS

Announcements will be made each morning in homeroom during Bug Break. All announcements must be turned in before 8:00 a.m. each day and approved by the office.

ASSIGNMENTS FOR STUDENTS WHO ARE ABSENT

Teachers will make assignment sheets for each student who is absent. The office will pick up student's work if requested by the parent. Otherwise, the student will pick up work from the teachers when they return to school. DCA students will pick up assignments before they leave on an approved school activity.

BUG BREAK

Bug Break will be held each day between second and third class periods. Activities will include saluting the American and Oklahoma flags, recitation of the school creed, presentation of a thought for the day, and DEAR time. Announcements will be made at this time.

CHANNEL ONE

Students will watch 15 minutes of world news daily. Channel One time will be provided during an extended class period.

CLOSED CAMPUS

Alva Middle School is a closed campus. Students may bring lunches to school or eat in the school cafeteria. Students will be allowed to leave with their parents, guardians, or other adults after parent/guardian has followed check out procedures at the school office. Students will not be allowed to be checked out to or leave with high school age students. Students are not allowed to order lunch from outside vendors to be delivered to the school.

After Lunch Procedures:

Plan 1 - Outside: Food and drinks are not allowed on the playground. All outside recreation is geared toward student safety. Students are required to stay in the assigned areas and away from the street.

Sixth grade student recess will be held on the east side of the building. Seventh and eighth grade student recess will be on the west side of the building.

Students are allowed to play the following games during the noon break:

1. Football- Students may play flag football. No tackling will be permitted. Flag football will be played on the northwest corner of the 7th & 8th grade playground and on the south end of the 6th grade playground.
2. Wall Ball- Students may play wall ball on the north side of the gym on the 7th and 8th grade playground and on the south side of the band room on the 6th grade playground.
3. Catch- Students who want to play catch with footballs may line up on the north edge of the 7th and 8th grade playground with lines running east and west.

Plan 2 - Gym: Students will go to the gym at noon if the weather is bad. Students will stay in the lunch area until they are directed by a duty teacher to relocate to the gym. Students who are on the last bell schedule will stay in the cafeteria on bad weather days.

DCA (DON'T COUNT ABSENT)

Students who have been DCA'd for school sponsored activities are required to pick up that days assignments

before leaving school for the event. If they do not, they will follow the Late Work policy as outlined in this handbook.

D.E.A.R. (Drop Everything and Read)

D.E.A.R. time will be held each day immediately following Bug Break. Students are to bring a library book to class for this activity. Students who are near the end of a book should bring ample reading material to allow them to read for the entire D.E.A.R. time. Students are not allowed to use this time to go to the library or take AR tests. At the end of D.E.A.R. time students will record in their reading logs.

DISCIPLINE

At Alva Middle School believing in ourselves is the first step toward success in other fields of endeavor. The staff believes that where students see themselves succeeding, they will strive for higher levels of expertise each day. Our goal is to teach our students self-management skills that are based on success. We believe in encouraging consistent behavior by rewarding positive student behaviors.

To this end, the faculty and staff of AMS pledge to make every opportunity available for students to be successful each day and to develop behaviors that are good for them and others.

The following are general rules of conduct for all students at Alva Middle School.

- * Conduct yourself properly at all times
- * Respect the authority of all school personnel
- * Use the school grounds and school equipment properly
- * Respect school property and the property of others
- * Remain in areas designated by school personnel

This set of rules for students governs behavior in common areas, halls, assemblies, lunchroom, recreation areas, and all places where students and teachers from many classrooms must live and work together. Each teacher will have classroom rules that will be given to students.

The policies and rules for the responsibilities of students have been established and clarified to assist students in conducting themselves in a responsible manner while participating in educational activities. Every child has the right to an appropriate education. Any student choosing to interfere with that right by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to protect the rights of others. The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for discipline at all times and in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Every effort will be made to assist the student in overcoming his/her difficulty. Parents may be called in when it is felt that they can help the student become an acceptable member of the group. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the interest of the individual student and the school as a whole.

Discipline procedures will consist of the following as described in the written plan distributed to all students

upon current enrollment:

- * Warn Students
- * Remove from class or group temporarily or permanently
- * Parental Conference - by phone or in person
- * Detention
- * Noon Detention
- * In School Suspension
- * Corporal Punishment
- * Financial Restitution
- * Involve Law Enforcement
- * Saturday School
- * Refer to Other Social Agencies
- * Suspension or Expulsion
- * Out of School Suspension

Any other disciplinary action deemed appropriate under the circumstance and addressed by school board policy.

DRESS CODE

Students at Alva Independent Schools are expected to dress appropriately, be neatly groomed and shoes must be worn for the school setting. Clothing, accessories, or hairstyles that in the judgment of the principal create a foreseeable disruption to the educational environment or create a risk of health or safety to any person are prohibited at school or any school related activity. Disallowed clothing, jewelry, and accessories include, but are not limited to:

1. Clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments.
2. "Cut-off" shorts
3. Sleeveless tops must cover to the point of the shoulder.
4. Tops with spaghetti straps, halter type tops, backless or see through clothing.
5. Low necklines front or back.
6. Skirts and shorts must reach below a student's finger tips with their arms held to the side.
7. Caps/hats (indoors)
8. Skin illustrations or hair styles that promote directly or indirectly alcohol, chemical abuse, tobacco, criminal behavior
9. Clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for school setting
10. Gang colors or symbols including but not limited to:
 - a. "Sagging" or baggy pants, sunglasses and wallet chains
 - b. Inappropriate moral conduct; nudity (partial or whole)
 - c. Obscenity; profanity; any form of violence, weapons, lettering or numerical figures that are profane or repulsive.

Students wearing athletic shoes with pop-down rollers to school will check them in at the office immediately upon their arrival to school. Elementary students are **not** to bring them to school. A student may sent home to change before returning to school. A student who chooses not to comply will be subject to further disciplinary action from school officials. All final decisions about dress will be made by the principal.

DRILLS

A fire drill or alarm will be a series of short blasts. A tornado drill or alarm will be a long bell. A map of escape exits is posted in each room. Teachers will review this with all students. Fire and tornado drills will be held throughout the year and should be treated in a serious manner.

FIRE PLAN

1. Alarm is series of short blasts.
2. Stay quiet at all times.
3. Line up single file at the door.
4. Move to the assigned areas. If there is smoke in halls stay close to the floor.
5. Teachers will walk all students to a safe area as directed by their teacher and remain there until an all clear alarm is sounded or other instructions have been given by the building principal or other designated person.
6. Stay with the teacher and listen for roll check.

WEATHER PLAN

1. Alarm is a long continuous bell.
2. Stay quiet at all times.
3. Line up single file at the door.
4. Move to areas directed by their teacher.

ELIGIBILITY NOTIFICATION

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. Students must be passing in all subjects they are enrolled in during a semester; any student not passing all subjects enrolled in at the end of a week will be placed on probation for the next one week. A student still failing one or more classes at the end of the probation one-week period will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. Students must begin the school year as an eligible participant. If not, they are ineligible for a six weeks period. During this six-week period, the student must be passing all classes on a weekly basis.
- d. Parents as well as students may check their grades by computer or parents may request a grade report from the office at any time.

FIELD TRIPS

Students will be expected to follow school rules for the duration of the field trip.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of scores, careers education, study helps, help with home, school and/or social concerns, as well as individual and group counseling. Students wishing to visit a counselor should contact the counselor in the guidance office to arrange an appointment.

The testing program is one method of determining the academic level, interests and abilities of students. This information enables the school to assist all students in achieving success in school. Test information is available through the counselor to the student, parent, and teachers. A cumulative record is kept for each student that contains a comprehensive record of the student throughout his/her school years.

GUIDELINES FOR DETENTION HALL AND IN SCHOOL SUSPENSION (ISS)

1. Detention will begin promptly at 3:10 p.m. and end at 4:00 p.m.
2. ISS will begin at 8:10 a.m. and end at 3:05 p.m.
3. Students must be on time. There will be no opportunity to start late.
4. All detentions will be given for a period of time no less than 45 minutes.
5. Students will not be allowed to come and go during the detention period.
6. No food or drinks will be allowed.
7. No talking is allowed. If a student is disruptive, he will be asked to leave and his time will be doubled. He will not be allowed to count the time completed before his removal from the room.
8. If a student does not do the assigned detention his time will be doubled.
9. If a student fails to report for a second time he will be assigned ISS.
10. Students will write school rules during the detention period if student fails to bring assignments to detention.
11. Students in ISS will do all of their schoolwork they would normally do.
12. Students in ISS will eat lunch in the ISS room. They may eat a school lunch or bring a sack lunch.
13. Students will make arrangements for transportation home after detention or ISS.

14. Students in ISS will be allowed one morning break and one afternoon break with permission from the supervising teacher.

LATE WORK

All homework is due the day after it is assigned unless stated otherwise by the classroom teacher. If homework for a particular class is not completed and ready to be graded the work will be due the next class period. Fifteen points will be deducted from the graded assignment.

If the work is not ready by the next class period another 15-point penalty will be deducted. Students whose work is more than 2 days late will receive a grade of zero.

MEDIA CENTER

The media center exists to serve the needs of our students and teachers. The new technology will widen opportunities for research and individual curiosity and exploration. It provides materials, which support the curriculum as well as providing materials, which are used, for pleasure reading. Books are checked out for a period of two weeks. If a student is not finished reading the book in two weeks, he/she may recheck the book. There is a fine of five cents per day on any book that is kept past the check in time. If a student has an overdue book, he/she will be notified by the librarian. Media center privileges may be revoked for students who fail to pay fines or return books.

Magazines may be checked out overnight. Encyclopedias cannot be checked out. They are to be used in the media center. If a student has special needs, be sure to check with the librarian.

Each year the AMS Media Center participates in the Sequoyah Book Award Program. Students will want to pay particular attention during the year as the librarian tells students about the Sequoyah books. The media center also operates the Accelerated Reader Program. Students will be required to earn a specified number of points by the classroom teacher. Points are earned by reading and passing a test on an AR book. Students may take tests for points in the media center at his/her convenience as long as arrangements are made with the librarian. A teacher or the librarian must be present when students begin testing. Students who earn points above those required may earn prizes and special privileges.

MESSAGES

Messages to students and teachers will be delivered the last ten minutes of each class period. Emergency messages will be delivered immediately.

PERFECT ATTENDANCE

A student may not be ABSENT for any day or part of day or TARDY for any day or class for the school year to attain perfect attendance.

PSYCHOMETRIST

Alva Independent School has a psychometrist on staff as well as a psychometrist provided by the Regional Education Service Center in Alva. Testing and test evaluation services are provided.

SATURDAY SCHOOL RULES

This discipline program will be implemented in addition to corporal punishment. Saturday School can be held at anytime at the principal's discretion.

The following rules will be used for all Saturday School:

1. When a student is assigned to Saturday School the student will receive, from the principal, a "Saturday School Enrollment Sheet" and a "Saturday School Assignment Sheet". The student, parent/guardian, and the principal will sign these forms prior to attending Saturday School.
2. The Student Enrollment Sheet will inform the student of the following:
 - a. The student will receive 100% credit for work assigned and completed.
 - b. Saturday School hours are 8:00 a.m. – 2:00 p.m. in the assigned classroom.
 - c. Breaks are 9:15 -9:20 a.m. and 12:20 – 12:25 p.m.
 - d. Lunch is 12:00 – 12:20 p.m. (Student must bring a sack lunch).

Rules: If any of the following rules are broken, no credit will be given for Saturday School attendance and further action will be taken. This might include out-of-school suspension.

1. The student must be in the classroom ready to go to work at 8:00 a.m. sharp. If late, the teacher will not admit the student. The student will report to the principal at 8:00 a.m. the following Monday morning for further action.
2. The student must come with all materials needed. (Books, paper, pencils, etc.)
3. Bathroom and drinks are limited to break times.
4. The student must bring lunch; permission will not be granted to leave the classroom.
5. No talking without permission.
6. No leaving seat for any reason without permission.
7. The student will raise his/her hand if wishing to speak.
8. All school dress codes will be observed.

If any of the rules are violated or student becomes a discipline problem for the supervising teacher, the student will be asked to leave immediately and will report to the principal the following Monday morning for further disciplinary action.

SCHOOL HOURS

Breakfast bell—7:45
1st Bell--8:05
Tardy Bell--8:10
1st Period Begins--8:10
End of Last Period--3:05

Arriving at School: Parents are requested to drop students off on the east side of the building each morning. Traffic and safety problems are created when students are dropped off on Flynn Street. Students who live in town should not arrive at school earlier than 8:00 a.m..

Alva Middle School students will stay in the lobby each morning until the 7:45 a.m. breakfast bell rings. Students will go directly to the cafeteria and sit at the designated seating areas until dismissed.

Students may enter the middle doors by the front office to conduct school business before school. The Media Center will not be open before school. No students will be allowed in the halls before school. If prior arrangements have been made, students may meet with teachers for conferencing, make up tests, or additional help on Monday, Wednesday, or Friday mornings.

SPECIAL EDUCATION SERVICES

Special education services are provided for students who qualify. They include but are not limited to: Speech, hearing, developmental needs, language needs and gifted and talented education.

STUDENT FAILING CORE SUBJECTS

Students who fail core subjects at AMS or AHS will be required to take a summer school class in that subject matter, if it is offered. If the school is unable to offer summer school in the subject area failed by student the student will be required to remediate the subject the next year provided the district has the personnel and resources (or money) available. This class will count as an elective class and will not substitute for the core class.

The remedial class will be designed to re-teach important PASS objectives that a student is lacking. Students will take this remedial class at the same time they take a required core subject, English, Math, Science, or Social Studies.

STUDENT PROMOTION POLICY

Students must be passing in three or more of the five-core curriculum areas (reading, language, science, math and social studies). Students who are enrolled in only four core curriculum areas must be passing in two or more of those classes (Math, Science, Language, and Social Studies). Students failing to meet these criteria will be considered for retention. Parents will be notified throughout the year of the student's progress. The decision to retain will be made by a school team including the teacher(s), counselor, and principal.

TARDY POLICY

All students who are late to class will be counted tardy. Teachers will report any students who are tardy on their attendance slip. The office will keep records of each tardy and issue discipline notes as needed.

* Noon Detention time is 11:49 – 12:29 p.m..

* Students will bring home a letter stating detention time and date. Those notes are to be signed by the parent and turned in to the issuing teacher during that hour. Detentions will double for students who fail to return the detention letter.

Step 1-- 1 tardy Student will be sent to the office for a tardy admit.

Step 2-- 2 tardies Student will be assigned 1 noon_detention
Step 3-- 3 tardies Student will be assigned 1noon detention.
Step 4-- 4 tardies Student will be assigned 2 noon detentions.
Step 5-- 5 tardies Student will be assigned 2 noon_detentions.
Step 6-- 6 tardies Student will be assigned 1 ISS and conference with parents.

TUTORING

Tutoring services will be provided by need and arrangement. Please contact the Middle School counselor at 580-327-0608.

A SPECIAL NOTE TO PARENTS

This handbook was written so you will know the rules that govern Alva Independent Schools. Parents and students should review the handbook together so there are not surprises when a problem arises in school.

Please read the handbook, sign the bottom of this page, and have your child return it back to his/her homeroom teacher. We will keep these signatures as record that you are aware of our policies and regulations. If you have concerns, please visit with your building principal. We look forward to working with you and your student.

Student's Name

I have reviewed this handbook with my child. (Parent's name)

Date